



Outer West Community Committee

Calverley & Farsley, Farnley & Wortley, Pudsey

**Meeting to be held in Council Chambers, Pudsey
Town Hall, Robin Lane, Pudsey, LS28 7BL
Wednesday, 25th March, 2015 at 1.00 pm**

Councillors:

A Carter	Calverley and Farsley;
J Marjoram	Calverley and Farsley;
R Wood	Calverley and Farsley;
A Blackburn	Farnley and Wortley;
D Blackburn	Farnley and Wortley;
T Wilford	Farnley and Wortley;
M Coulson	Pudsey;
J Jarosz	Pudsey;
R Lewis	Pudsey;





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Governance Services Unit, Civic Hall, LEEDS LS1 1UR
West North West Area Leader: Shaid Mahmood Tel: 395 1652

*Images on cover from left to right:
Calverley & Farsley – Calverley Park; Farsley Town Street
Farnley & Wortley – Farnley Hall; Wortley Towers
Pudsey – Pudsey Town Hall; Pudsey Park*

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTEREST</p> <p>To disclose or draw attention to any Disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM / COMMUNITY FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the previous meeting held on 28th January 2015.</p>	1 - 6
8	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>MINUTES OF ENVIRONMENT SUB GROUP</p> <p>Members to note the minutes of the Environment Sub Group held on 19th November 2014.</p>	7 - 8

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9	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>MINUTES OF PUDSEY AND SWINNOW FORUM</p> <p>Members to note the minutes of the Pudsey and Swinnow Forum meeting held on 11th February 2015</p>	9 - 10
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>WELLBEING UPDATE REPORT</p> <p>To receive the report of the West North West Area Leader the purpose of this report is to advise the Outer West Community Committee of:</p> <ul style="list-style-type: none"> •The Wellbeing Budget available for allocation in 2015/16. •The Youth Activities Fund budget available for allocation in 2015/16. •Those projects for consideration and approval from the Wellbeing Budget allocation for 2015/16. •Those projects for consideration and approval from the Youth Activities Fund allocation for 2015/16. 	11 - 18
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>COMMUNITY COMMITTEE AREA UPDATE REPORT</p> <p>The report of the West North West Area Leader</p> <ol style="list-style-type: none"> 1 Updates the Community Committee on the work of the two sub groups of the Committee: Business, Employment & Skills and Environment. 2. Updates the Committee on pieces of work and partnership working that has taken place in the area since the last meeting. 3. The Community Committee update report is submitted when there is additional business to report from sub groups or any other project activity. Partner organisations and Council services will also contribute information to the Update Report 	19 - 26

Item No	Ward/Equal Opportunities	Item Not Open		Page No
12	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>APPOINTMENT OF CO-OPTEEES TO COMMUNITY COMMITTEE</p> <p>The report of the West North West Area Leader seeks to gain approval of the appointment of co-optees to the Community Committee and asks members to put forward nominations for the new municipal year.</p>	27 - 32
13	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>DATES, TIMES AND VENUE REPORT</p> <p>To receive the report of the City Solicitor the purpose of this report is to request Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2015/2016 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.</p> <p>MAP OF VENUE</p> <p>Venue for the meeting Pudsey Town Hall, Council Chambers, 2nd Floor, Robin Lane, Pudsey, LS28 7BL at 1.00pm</p>	33 - 36 37 - 38

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p data-bbox="676 181 991 219">Third Party Recording</p> <p data-bbox="676 255 1382 472">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="676 510 1321 584">Use of Recordings by Third Parties – code of practice</p> <p data-bbox="676 622 1401 840">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p data-bbox="676 846 1385 1133">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

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Public Document Pack Agenda Item 7

OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 28TH JANUARY, 2015

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
M Coulson, R Lewis and R Wood

INFORMAL WORKSHOP - SOCIAL ISOLATION

The Outer West held an informal workshop on Social Isolation Councillor Jarosz, the Chair of the Outer West Community Committee introduced the topic for discussion.

Community Committee Members joined residents, stakeholders and partners to discuss issues of Social Isolation and suggest ways to address the issue.

IN CONCLUSION - The findings from the workshop will be used to inform and support the future work of the Community Committee.

FORMAL BUSINESS - 15:10

28 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents

29 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items

30 Late Items

There were no late items

31 Declaration Of Disclosable Pecuniary Interest

There were no declarations of Disclosable Pecuniary Interests made

32 Apologies For Absence

Apologies for absence were received from Councillors Carter, Marjoram and Wilford

33 Open Forum / Community Forum

In accordance with paragraphs 4.16-4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representation.

On this occasion Judith Goddard attended. She informed the Committee about her website called 'Welcome to Pudsey'. The website works in partnership with local businesses supporting events in the locality. It is hoped

Draft minutes to be approved at the meeting
to be held on Wednesday, 25th March, 2015

that the website will increase footfall into Pudsey and can be used to promote any Community Committee meetings or events.

34 Minutes of the previous meeting - 8th October 2014

RESOLVED – That the minutes of the meeting held on 8th October 2014 be approved as a correct record

35 Outer West Community Safety Partnership Annual Report

The report of the West North West Area Leader provided Members with an overview of the performance of the Outer West Community Safety Partnership. The report focused on the period 1st January 2014 to 31st December 2014.

The Area Community Safety Co-ordinator and Inspector Dan Wood, West Yorkshire Police presented the report to the Community Committee.

Members of the Community Committee were informed of the West Yorkshire Police Programme of Change and New Agreed Tasking arrangements. The Outer West tasking teams are currently configured as:

- Calverley and Farsley and Pudsey ward
- Farnley and Wortley

The Committee was informed that feedback had been positive about the new tasking arrangements for Outer West.

Inspector Wood informed the Community Committee that total recorded crime across the Outer West wards for the annual year 2014 had decreased compared to the previous year. Calverley and Farsley ward had the biggest reduction in total crime with 157 fewer offences than the previous year.

Across all three wards burglary had been reduced.

Members were made aware that there had been an increase in criminal damage within the Calverley and Farsley ward with ball bearings being fired at vehicles and property. Work was taking place with schools in the area to raise awareness of the dangers.

Theft from vehicles remains high and work is ongoing to try and reduce this type of crime.

Members asked that they be informed when the tasking meetings are being held so that they can attend.

Members were of the view that the new arrangements lead to better communications between the Council and the Police.

The Community Committee was informed that Sergeant Williamson had left West Yorkshire Police to take up a role in another part of the country. The Committee asked that a letter be sent on their behalf to Sergeant Williamson thanking him for the work that he had done for the Outer West area.

Members requested the names of the police officers and PCSO's in their wards so that they can work with them.

RESOLVED- That Members will continue to support the locality Community Safety Partnership in relation to the Safer Leeds priorities including tackling Burglary Dwelling during 2015 through partnership work in the Outer West at neighbourhood level.

36 Parks and Countryside Area Delegation Information for West Outer

The report of the Chief Officer Parks and Countryside provided the Community Committee with information relating to the Outer West area in support of proposals to delegate the development and horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to Community Committees.

Phil Staniforth and Michael Kinnaird from Parks and Countryside were in attendance at the meeting to present the report.

The report proposed that the follow was delegated to Community Committees and be reviewed annually:

- The horticultural maintenance of the community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space as part of the area delegation
- To delegate investment decisions on these sites to help achieve and sustain Leeds Quality Park standard
- To delegate resource priorities for these sites using the parks asset register to determine resource requirements and the impact of any proposed changes

Members attention was drawn to 4.4 of the submitted report which highlighted the functions which would not be included in the scope. These were listed as nursery, allotments, bereavement services, forestry, transport and engineering along with technical and administrative functions. Horticultural maintenance of city parks such as Kirkstall Abbey would not be included in the scope.

Members queried the decision not to include allotments within the scope and discussion ensued.

Point 5 of the submitted report highlighted the results of the Leeds Quality Parks Scheme for the community parks within the Outer West area. The report provided the Committee with improvements undertaken in 2014/15 and the planned improvements.

Discussion took place in relation to Section 106 funding.

Members requested clarification and information about the work that would still be undertaken by Parks and Countryside for local parks in the area.

Members discussed the proposals.

RESOLVED – Members to provide feedback on the proposed information provided by 30th January and agree the methodology.

Members noted that subject to Executive Board approval it is anticipated that these arrangements will commence in April 2015 using the current priorities as a baseline.

37 Wellbeing Update Report

The report of the West North West Area Leader provided the Community Committee with an update on the budget position for the Wellbeing Fund for 2014/15 and the current position of the small grants and skips pots and those small grants and skips that had been approved or received since the last meeting. This information was set out as Appendix 1 of the submitted report.

Members attention was drawn to page 11 of the submitted report which set out the suggested 2015/16 Wellbeing Funding Commissioning Priorities.

- Promote healthy lifestyles and tackle health inequalities
- All children and young people have access to out of school activities
- Provide opportunities for people to get jobs, volunteer or learn new skills
- Provide opportunities and facilities to enable local people to access and engage in sport and cultural activities
- Make better use of our community buildings
- Reduce crime and anti-social behaviour
- Engage with local communities to strengthen community activity and involvement in local decision making
- Improve the local environment and our parks and open spaces
- Improve public service co-ordination working together with local residents to improve our most deprived neighbourhoods

The Community Committee was informed that the Wellbeing Commissioning meeting will be held on 26th February 2015.

The Community Committee was informed of the following applications received:

- Easter Holiday School Camp run by Farnley Cluster requesting £1,427
- Multi Sports / Activity Camp run by Sport and Active Lifestyles requesting £3,440
- Wild in the Woods run by The Conservation Volunteers requesting £768
- Breeze Games Pre Summer Programme run by The Breeze Team requesting £10,500
- Pudsey Global Gang run by Leeds DEC requesting £1,560
- Wild West at Pudsey Park run by LCC requesting £4,000
- Breeze Friday Night Project at Pudsey Leisure Centre run by LCC Breeze Team in partnership with West Yorkshire Police Pudsey Leisure Centre and Youth Service requesting £9,845

- Westroyd Park Bike Restrictor to tackle ASB Motor Bikes in Farsley and the provision of two litter bins
- Pudsey Bowling Club – lounge refurbishment run by Pudsey Bowling and Table Tennis Club requesting £5,721

Members discussed the applications at length.

Members queried some of the information set out at Appendix 1 of the submitted report in relation to payments made. Area Support will clarify the position at the Wellbeing Commissioning meeting on the 26th February 2015

RESOLVED – That the Committee

- Noted the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1 of submitted report)
- Noted the current position of the small grants and skips pots and those small grants and skips that had been approved or received since the last meeting (Table 1 and Table 2 of the submitted report)
- Noted the current position of the Youth Activity Fund and approved those projects received to allocate the remaining YAF balance for this financial year (Table 3 of the submitted report)
- Noted the current position of the Wellbeing Capital Fund and approved those projects received (Table 4 of the submitted report)
- Noted the progress made with the commissioning process and timescales for the Wellbeing commissioning round for 2015/16 and agreed to hold ward briefings if required, prior to the Wellbeing commissioning meeting to be held on 26th February 2015.
- Agreed the Wellbeing Fund priorities for 2015/16

Outcome of the applications received by the Outer West Community Committee

Project Name	Lead Organisation	Wards Benefiting	Amount requested	Outcome
Easter Holiday Sports Camp	Farnley Cluster	Farnley	£1,427	APPROVED
Multi-Sports / Activity Camp	Sport & Active Lifestyles	Pudsey, Farnley / Wortley	£3,440	APPROVED
Wild in the Woods	The Conservation Volunteers	All	£768	Request for more information
Breeze Games Pre Summer Programme	The Breeze Team	All	£10,500	APPROVED £12,750 5 Sessions to include Calverley
Pudsey Global Gang	Leeds DEC	Pudsey	£1,560	Deferred
Wild West at	LCC	All	£4,000	Deferred

Draft minutes to be approved at the meeting to be held on Wednesday, 25th March, 2015

Pudsey Park				
Breeze Friday Night Project at Pudsey Leisure Centre	LCC Breeze Team in partnership with West Yorkshire Police , LCC Pudsey Leisure Centre and Youth Service	Pudsey	£9,845	Deferred
Westroyd Park Bike Restrictor to tackle ASB Motor Bikes in Farsley and provision of 2 litter bin	LCC Parks & Countryside Public Rights of Way	Farsley	£2,700 (Capital)	APPROVED £1,700 (no litter bins required)
Pudsey Bowling Club – lounge refurbishment	Pudsey Bowling and Table Tennis Club	Pudsey North, Pudsey South, including Farsley and Calverley	£5,721	APPROVED £1,181 (Capital) £4,540 (Revenue)

DATE AND TIME OF NEXT MEETING

The next meeting will be held on 25th March 2015 at 1pm, venue will be confirmed nearer to the date.

**Note of Wednesday 19th November 2014 Meeting
9.30 at Henshaw Depot**

Present

Cllr Coulson (Chair)	– Pudsey
Cllr Blackburn	– Farnley & Wortley
Cllr Wood	– Calverley & Farsley
Jason Singh	– Locality Manager Environment & Neighbourhoods
Sam Woodhead	– Service Manager Environment & Neighbourhoods
Paul Robinson	– Parks & Countryside
Jeremy Lunn	– Housing Leeds

Key Issues discussed:

1. Environmental Services Update

- JS noted that the reorganising of service was well underway
- Phase 1 had been completed and Phase 2 was now in progress.
- There would be a single zone covering Outer West
- There will be further recruitment early in the New Year and operational from April 2014.
- Sam gave an update on service requests from 11.08.2014 to 12.10.2014 from the Outer West Update report.
- The report included the number of programmed sweeping blocks within this timeframe that had been carried out by the Locality Teams Street Kings and road sweepers in each of the Outer West Ward areas.
- With regards to sweeping blocks there had been some sickness on RCV vehicles.
- A joint Inspection had taken place with Pest Control at the Antiques Shop premises, in Pudsey. Evidence of rats was seen both inside and outside of the property.
- Wellstone clean-up day was also discussed
- There had been 4 high visibility patrols of Victoria Park, with Environmental Action and the Dog Warden team to highlight the Dogs on Leads Order between 1pm-5pm in the park.
- There was discussion about Brookfield Rec which was being used by Calverley United Juniors. They clean dog foul from the field every week and has become a routine issue. There are challenges with catching offenders as there is no way of offenders being seen when patrolling. Unfortunately can't put camera up as part of government legislation as cameras cannot be used for minor offences such as littering e.t.c. There was an option to do work as part of a neighbourhood watch scheme. Proposals for additional bins were discussed.
- There were discussions about a letter being sent out to residents. Paul suggested letters could also be sent out to the allotment officers if the issue continued.

2. Housing Leeds Update

- Jeremy informed there would be an increase in housing management staff in the area with hopefully better and more integrated services. Will continue to attend future meetings.

3. Parks & Countryside's update

Paul provided an update:

- Reported on current working with Housing to help improve service delivery.
- Jubilee Wood – has now being created.
- Queens Park MUGA – now installed. Completed
- Pudsey park entrance improvements undertaken.
- Pudsey war memorial - completed.
- West Leeds Country Park – outlined repairs / improvements being undertaken.

Next Meeting: Wednesday 19th November 9.30 at Henshaw Depot

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11th February 2015, 7.30pm- 9.00pm
7.30pm Café Lux

Key Issues discussed:

Minutes & Matters arising

- Cllr Jarosz welcomed everyone to the meeting and made introductions
- Notes for the meeting were agreed as a true record
- The meeting had been rearranged due to the bad weather so there were very few residents in attendance.

Neighbourhood Policing Team

- Dave Woodhouse was in attendance to provide the local crime figures
- There had been 11 burglary dwelling cases since the 1st January some of which were insecure with doors and windows being left open.
- Theft of Motor Vehicles: there had been 23 and vans were being targeted for tools.
- Theft of Motor Vehicles: there had been 5 incidents. There had been vehicle interference where offenders were trying to find keys to the property
- Burglary Other there had been 10 incidents which included sheds and garages. Commercial property also comes under Burglary other.
- ¾ of the local shops were being targeted and a male had been identified and arrested.
- There had been some arrests for motor vehicle offences and these were predominantly local lads.
- It was noted that there had been some ASB issues around the bus station. The police were now using their new powers i.e. "dispersal orders" banning people from an area for 48 hours. A few young people had been banned from the bus station and had returned which led to their arrest. This was quite a new initiative so would need to see how it goes.
- There had been some issues in Swinnow around the shops and coop. Three young lads were given ASBOS and are not allowed to congregate around the shops and other specified places in the area.
- Residents were advised to park their vehicles under lighted areas and to avoid leaving things on display. It was advised that tools should be removed from vehicles overnight if possible.
- Residents were informed that they could make any incident reports by email to the Pudsey station if they don't want to call on the 101 number. The telephone number for Pudsey is 0113 241 4999.
- Resident queried about Swinnow road and parked cars on the path. Cllr Coulson confirmed the issue had been reported to Highways.
- Cllr Jarosz requested whether information on crime figures could be reported from the last forum meeting.
- It was noted that WYP have had to alter the crime figures in particular around multi-occupancy properties. So figures can look worse than they actually are.
- Figures were better than the period at the same time last year but weren't looking perfect.
- A resident asked if anyone was monitoring Musgrave court as some damage had been done to the wall. A call had been attended by an officer about youths wondering around on the roof causing damage.

Parks & Countryside's

- Chris Hodgson attended the meeting to represent Parks & Countryside' (P&C) as the officer who covers the Outer West area. The team look after parks and open spaces and do contract works for schools, crematoria and social services. As a service they also cover the grounds maintenance contract for housing and highways. Private contractors are monitored to undertake these works. The team are also responsible for monitoring half the city on weeds spraying and the management of street trees. The weed spraying program would begin in the 1st week of May with Pudsey taking place late June early July.
- Chris informed that last year funding had been received from Almurad Tiles to undertake some perimeter fencing for the skate park. This will allow 3 quarters of the fencing to be completed. The rest of the fencing had had the paint removed and primed for re-painting. The team are continually looking for more sponsors.
- There had recently been problems at Hough Top with 4x4 vehicles driving on the green. The area had been measured up and funding is being sourced for fencing the area which would hopefully stop the issue.

- Tree inspections had been carried out for some trees on housing land. The team were very fortunate to be able to appoint new tree inspectors to get on top of the backlog. Queens Park had a new playground opened which is in good use. Fitness equipment had also been installed for adults. Sadly the conifers were damaged by vandals. Beach trees had also been planted. There had been a lot of positivity around the planting of the trees and an invite had gone out to residents to speak to the tree inspectors. Trees for cities are funding fruit trees and children from Waterloo primary school would be helping to plant them at the top of the park. Chris informed that a fully qualified fitness trainer would be offering training sessions at Queens Park on Thursday mornings 9.30am onwards.
- A resident asked if a sign could be put up to say that the school had been involved in the planting.
- There had been a few complaints about dog exercising at the Pudsey cemetery. Residents were asked to pass on the message to fellow residents that dogs taken into a cemetery needs to be on a lead and residents should clear up dog foul after use and be respectful.
- The rail way line had a clear up twice in the last year however litter continues to accumulate. A team of volunteers would be supporting to clear the area.
- It was confirmed that Parks & Countryside were involved in felling trees near the Pudsey railway at sections on either side of Robin Lane.
- Resident queried about trees at Lowell Grove, Silver Birch, Crawshaw Park and Harley Road, (trees planted in the square) and the roots coming out of the hills and concerns about coming into properties. Chris to take details at the end of the meeting.
- Cllr Lewis asked about Post Hill and there had previously been a commitment to manage the woodland and at the time additional funding was being sourced. Chris informed that Post Hill wasn't an area he himself was working on and would take the query away and get a briefing note for the next meeting. It was noted by a resident that Frank Brove was involved with the work taking place at Post Hill.
- Cllr Coulson mentioned he had meetings 6 months ago with Phil Staniforth and David Morgan around changes to hot house in Pudsey park and the opening hours of the animal centre which closes when school children finish schools and asked if there could be altered shift patterns for parents to take children to the centre. Chris to feedback to the relevant team to address.
- South Parade would be having more work done on cutting down trees on Vicarage Drive which are being thinned out. CH will ask officers involved about feedback.
- Working hours for the operational teams had been changed and were now working longer hours in summer and shorter hours in the winter.

Housing Leeds

- Claire Smith introduced herself as the new Housing Manager for Pudsey and had started in December. Claire mentioned she would continue attending future meetings and provide details of works being undertaken by the team. Residents reported they were pleased to see fencing had been replaced near Hough Top.

AOB

- Swinnow Community Centre: Cllr Jarosz informed that the centre needed more volunteers and it had not been easy to get people involved. Discussions were taking place with the council services about how they can get involved. The next meeting would be taking place on 19th February at 6pm at the centre. Resident informed that they don't get to find out what's happening so could do with a notice board.
- Gables Surgery Plans: Cllr Coulson informed that plans had been passed but there had been a problem that the site was slightly too small. The issue had been resolved and the project was moving along.
- It was asked if the Pudsey Chapel in the cemetery could have the poling changed in colour. Chris informed he would feedback the request.
- Resident informed that before Christmas there appeared to be bad communication between highways and metro regarding road works on Swinnow Road. Cllr Jarosz noted that all busses had radios but are not apparently being used. The information from Leeds City Council Highways is cascaded to Metro. Cllr Jarosz to look into the enquiry.

Date & Time

Wednesday 20th May, 7.30pm – 9pm, venue – Swinnow Community Centre



Report of: The West North West Area Leader

Report to: The Outer West Community Committee – Calverley & Farsley; Farnley & Wortley; Pudsey

Report author: Harpreet Singh 336 7862

Date: 25th March 2015

For decision

Wellbeing Fund and Youth Activities Fund Allocation Report

Purpose of report

1. The purpose of this report is to advise the Outer West Community Committee of:
 - The Wellbeing Budget available for allocation in 2015/16.
 - The Youth Activities Fund budget available for allocation in 2015/16.
 - Those projects for consideration and approval from the Wellbeing Budget allocation for 2015/16.
 - Those projects for consideration and approval from the Youth Activities Fund allocation for 2015/16.

Recommendations

2. The Community Committee is asked to:
 - Note the available Wellbeing Budget and Youth Activities Fund for allocation in 2015/16.
 - Consider the projects listed at **Table 2 and 3** for approval from the Wellbeing Budget allocation for 2015/16
 - Consider the projects listed in **Table 4** for approval from the Youth Activities Fund allocation for 2015/16.

Main issues

1. Community Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
2. The Outer West Community Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which requires organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Community Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Community Committee throughout the year to ensure they are fully meeting their objectives.
3. The 2015/16 Wellbeing allocation for the Outer West Community Committee has now been approved by Full Council and as such the meeting of the Outer West Community Committee on 25th March 2015 will consider revenue applications for 2015/16 and provide notification for successful projects to proceed with delivery.
4. In addition, the Outer West Community Committee receives a sum of Youth Activity funding. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.
5. All applications received by the Outer West in respect of funding via the Wellbeing fund and Youth Activities Fund are presented in the attached **Appendix 1**.
6. Wellbeing

Community Committees have received a reduced allocation to their Wellbeing Revenue Budgets for 2015/16 compared with that given in 2014/15. This gives the Outer West Community Committee an allocation of **£126,290**. Taking into account project underspends from 2014/15, the total fund available for new projects in 2015/16 is **£149,949.42**. The details of this calculation are set out in **Table 1** below:

Table 1: Wellbeing Revenue Budget

2015/16 OW Revenue	Amount
OW Revenue Allocation 2015/16	£126,290.00
Unallocated budget from 2014/15	£7,125.37
Underspend from Large Grant	£15,873.00
Underspend from Small Grants Pot & Skips	£661.05
Budget Available for Allocation	£149,949.42

7. 2015/16 Wellbeing Revenue Projects For Consideration

The Wellbeing commissioning round for 2015/16 received 26 applications for revenue funding totalling £168,733.66. These applications have been assessed against the funding criteria for the Outer West Wellbeing Fund and are listed at **Table 1**. Members are to review the applications in detail at their Wellbeing Commissioning meeting on 16 March and agree which projects should go forward for consideration at the Community Committee meeting on 25th March 2015.

Table 2 Wellbeing Revenue Projects For Consideration

Project	Project Applicant	Amount
Summer Bands	Leeds International Concert Season	£3,000.00
Small Grants & Skips	WNW Area Support Team	£8,000.00
Communication & Engagement Budget	WNW Area Support Team	£2,000.00
Neighbourhood Improvement Programme	WNW Area Support Team	£3,000.00
Pudsey Christmas Lights	Leeds Lights / Leeds Events	£10,000.00
Farsley Christmas Lights	Leeds Lights / Leeds Events	£5,000.00
Calverley Christmas Lights	Project 200 / Leeds Events	£1,000.00
Farsley Festival	Farsley Community Initiative	£2,500.00
Pudsey in Bloom	LCC Parks & Countryside	£3,000.00
Farsley in Bloom	LCC Parks & Countryside	£2,500.00
Calverley in Bloom	LCC Parks & Countryside	£2,500.00
Farnley in Bloom	Lancastrian School Room	£1,000.00
Cow Close Community Corner	Armley Juniors Project 4 Young People	£11,153.00
Site-based Gardener	LCC Parks & Countryside	£12,123.54
CCTV maintenance & Monitoring	Leeds Watch	£30,000.00
Partnership Tasking Meetings	West Yorkshire Police	£7,200.00
Speed Indication Device (SID)	West Yorkshire Police	£3,000.00
Leeds Juniors FC	Leeds Juniors FC	£5,000.00
Street Dancing	Swinnow Community Centre	£2,700.00
Summer Holiday, Targeted Provision	Leeds Youth Service	£3,300.00
Hawthorn United over 50's Walking FC	Hawthorne Surgery	£2,564.52
Gardening for Wellbeing - TCV	Hollybush Conservation Centre	£4,245.00
Pudsey Wellbeing Centre		£30,777.60
Money Buddies	Hollybush Conservation Centre	£2,130.00
Football and Your Future	Street League	£1,040.00
Business Support Local	Ahead Partnership	£10,000.00

In addition to the projects listed above members are asked to consider a proposal from BARCA for Community Development in the priority neighbourhoods in Farnley & Wortley i.e. the Heights and the Bawns. BARCA are already looking to recruit a

Community Development worker for Armley (Inner West) to undertake some work with the Eastern European Community.

The proposal is to create a fulltime post, split between the Inner West and the Outer West Community Committee. The Worker would work part time in Armley and part time in Heights and Bawns (18.5 hours in Inner West and 18.5 hours in Outer West)

BARCA are seeking £7,936 from the Outer West Community Committee to take this proposal forward, and if Members are supportive, they may use funds previously set aside to undertake Community Development work in the priority neighbourhoods. Currently there is £15,873 still unspent from this project.

A breakdown of funding is listed below;

Locality: £15,000
Inner West: £7,936
Outer West: £7,936 requested

8. 2015/16 Wellbeing Capital Projects For Consideration

Three applications for Capital Funding were received for this commissioning round totalling £13,460.00 and are listed in **Table 3**.

Table 3 Wellbeing Capital Projects for Consideration

Project	Project Applicant	Amount
Farnley Falcons Changing Room Conversion	Farnley Falcons ARLFC	£6,305.00
Dawson's Corner Notice Board	Dawson's Corner Tenant Association	£1,155.00
New Clubhouse for Rodley Cricket Club	Rodley Cricket Club	£6,000.00

Should the above projects be approved, this will leave **£1,690.12** of Wellbeing Capital funding available for allocation in 2015/16

9. Youth Activities Fund

In addition to those Wellbeing projects listed above, the projects listed in **Table 4** below have also been received for the Youth Activities Fund. Members will review the applications in detail at their Wellbeing Commissioning meeting on 16 March and agree which projects should go forward for consideration at the Community Committee meeting on 25th March 2015. In 2015/16, the Outer West Community Committee has received a sum of £46,440 Youth Activity Fund. Combining this with £190.75 which has been unallocated from the 2014/15 budget, there is currently **£46,630.75** available for allocation.

Table 4: Youth Activities Fund Projects for Consideration

Project	Project Applicant	Amount
Wild in the woods	The Conservation Volunteers	£768
Pudsey Global Gang	Leeds DEC	£1,560
Wild West at Pudsey Park	LCC Parks & Countryside	£4,000
Breeze Friday Night Project	LCC Breeze Team	£9,845
Schools Out, Armley Junior	Armley Juniors Project 4 Young People	£5,310
Multi Sports Camp	Pudsey Cluster	£1,180
Summer Holiday Activities	Farnley Cluster	£3,105

Should the above projects be approved, this will leave **£20,862.75** of Youth Activity funding available for allocation in 2015/16.

Corporate considerations

a. Consultation and Engagement

10. Local priorities were set through the Area Business Plan process and the 2015/16 Wellbeing application round was advertised to all Community Committee contacts. The Youth Activity Fund application rounds are promoted through the Breeze Culture Network and local providers, with consultation from children and young people being taken into account through the Youth Engagement Panels.

b. Equality and Diversity / Cohesion and Integration

11. All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

c. Council policies and City Priorities

12. Projects submitted to the Community Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

d. Resources and value for money

13. Aligning the distribution of Community Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

e. Legal Implications, Access to Information and Call In

14. There are no legal implications or access to information issues. This report is not subject to call in.

f. Risk Management

15. Risk implications and mitigation are considered on all Wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

16. Wellbeing funding provides an important opportunity to support local organisations and drive forward improvements to services.

17. All applications received by the Outer West in respect of funding via the Wellbeing fund and Youth Activities Fund are presented in the attached **Appendix 1**.

Recommendations

18. The Committee is asked to:

- Note the available Wellbeing Budget and Youth Activities Fund for allocation in 2015/16.
- Consider the projects listed in **Table 2 and 3** a total of £168,733.66 (Revenue) and £13,460.00 (Capital) respectively for approval from the Wellbeing Budget allocation for 2015/16.
- Consider the projects listed in **Table 4** totalling £25,768 for approval from the Youth Activities Fund allocation for 2015/16.

Background information

- **None**

Applications for Outer West Wellbeing and Youth Activity Fund

Project Name	Delivery Organisation	Amount
Summer Bands	Leeds International Concert Season	£3,000.00
Small Grants & Skips	WNW Area Support Team	£8,000.00
Communication & Engagement Budget	WNW Area Support Team	£2,000.00
Neighbourhood Improvement Programme	WNW Area Support Team	£3,000.00
Pudsey Christmas Lights	Leeds Lights / Leeds Events	£10,000.00
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Business Support Local	Ahead Partnership	£10,000.00
Farnley Falcons Changing Room Conversion - C	Farnley Falcons ARLFC	£6,305.00
Dawson's Corner Notice Board - C	Dawson's Corner Tenant Association	£1,155.00
New Clubhouse for Rodley Cricket Club - C	Rodley Cricket Club	£6,000.00
Wild in the woods - (YAF)	The Conservation Volunteers	£768.00
Pudsey Global Gang - (YAF)	Leeds DEC	£1,560.00
Wild West at Pudsey Park - (YAF)	LCC	£4,000.00
Breeze Friday Night Project - (YAF)	LCC Breeze Team	£9,845.00
Schools Out, Armley Junior - (YAF)	Armley Juniors Project 4 Young People	£5,310.00
Multi Sports Camp - (YAF)	Pudsey Cluster	£1,180.00
Summer Holiday Activities - (YAF)	Farnley Cluster	£3,105.00

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Report of: The West North West Area Leader

Report to: The Outer West Community Committee – Calverley & Farsley; Farnley & Wortley; Pudsey

Report author: Harpreet Singh 336 7862

Date: 25th March 2015

To Note and Approve

Community Committee Update Report

Purpose of report

1. This report updates the Community Committee on the work of the two sub groups of the Committee: Business, Employment & Skills and Environment.
2. This report updates the Committee on pieces of work and partnership working that has taken place in the area since the last meeting.
3. The Community Committee update report is submitted when there is additional business to report from sub groups or any other project activity. Partner organisations and Council services will also contribute information to the Update Report

Recommendations

1. The Community Committee is asked to:
 - Note the contents of the report, comment on any matters raised and suggest items for inclusion in future area update reports.
 - Consider creating a General Purposes Sub Group

Main issues

1. The purpose of this report is to inform Members of progress against the Area Support Team's work programme and local priorities.

2. Community Committees

Business Enterprise and the Economy

The Outer West Community Committee held a workshop last October which focused on delivering actions which support Business Enterprise and the Economy linked with employment opportunities.

It was agreed that any key actions from the October Workshop would be taken to a Business, Employment & Skills Sub Group.

Social Isolation

Partners and representatives met with the Outer West Community Committee to explore the topic of social isolation at a workshop on the 28th January at Pudsey House. There are a number of people vulnerable to social isolation and loneliness. Social isolation and loneliness impact on ones quality of life and wellbeing, adversely affecting health and increasing their use of health and social care services. The Community Committee, with the help of partners, explored social isolation and the impact on communities, how to find people who were socially isolated, establish what the issues are and consider how together they could respond to these issues.

The Area Support Team in partnership with Housing Leeds will be hosting a Big Lunch event at the New Street Grove Sheltered complex on the 7th June.

Further work is currently being explored in partnership with Public Health for the Outer West around Social Isolation.

Activities for Children & Young People

Ward Members, stakeholders and local residents met with young people in an interactive dragons den like workshop exploring activities that children and young people would enjoy. The workshop helped inform decisions made about commissioning projects through the Outer West Community Committee's Youth Activities fund. A number of key themes emerged including engaging with young people in a setting they're comfortable with, using social media to publicise activities, and providing a mechanism for young people to put forward ideas and represent their community.

The Area Support Team will partner with colleagues at working directly with young people from the Outer West area to design a new youth activities offer. A Youth Activities commissioning round is now currently being planned.

3. Sub Groups Update

Environment Sub Group

The Outer West Environmental Sub Group continues to meet to monitor the Service Level Agreement and identify relevant environmental issues. The Outer West Environment Sub Group met on the 19th November 2014 and discussed a report on the number of service requests, fixed penalty notices and legal notices served.

The report included the number of programmed sweeping blocks within this timeframe that had been carried out by the Locality Teams Street Kings and road sweepers in each of the Outer West Ward areas.

Four high visibility patrols had taken place of Victoria Park, with Environmental Action and the Dog Warden team to highlight the Dogs on Leads Order between 1pm-5pm in the park.

Business, Employment & Skills Sub Group

The Outer West Community Committee held a workshop last October which focused on delivering actions which support Business Enterprise and the Economy linked with employment opportunities. Following on from this meeting members decided to set up the Business, Employment and Skills Sub group which would look into taking this piece of work forward. The first meetings is to be chaired by Executive member Cllr Richard Lewis and it has been agreed that there will be 4 meetings held a year.

Members at their most recent meeting set their terms of reference (please see attached Appendix 1) and set out some key actions from the October Workshop that they would like to take forward. These were as follows;

- Supporting local people into employment and providing support to schools around opportunities for apprenticeships
- More mobile library / pop up facilities in areas where there are no services such as Farnley & Wortley
- Revitalising our high street offer and supporting businesses to ensure issues are resolved easily and fluidly

Before any work was to be undertaken members asked to clarify what work was already underway. This included any initiatives taking place citywide and more locally so that the actions could be aligned with existing priorities.

General Purposes Sub Group

Members are asked to consider creating a General Purposes Sub Group which will allow two main purposes:

- To allow Members to have more time to oversee current and future delegated services
- To allow Members to focus on key local priorities with the relevant service managers outside of Community Committee meetings.

Should members agree the AST will arrange a year's meetings in advance and it is suggested they should be held every three months between Committee meetings. Members will be asked to suggest future agenda items.

4. West Neighbourhood Improvement Board

It was agreed at the November 2014 West Neighbourhood Improvement Board that a plan on a page be developed for each of the priority neighbourhoods. Each plan will reflect the key priorities relevant to that neighbourhood. Since the November 2014 meeting, data on each area has been collated and reviewed and consultation with key partners, including Public Health, Employment and Skills, Community Safety, Housing Leeds and Children's Services has been undertaken. Draft plans on a page for seven priority neighbourhoods have been developed and were presented at the February 2015 meeting for consideration and discussion. Discussions have also been held with the Ward Members in Farnley and Wortley and the Inner West Members regarding Chair nominations for the new Neighbourhood Improvement Partnerships in the Heights and Bawns, Wythers and Hawksworth Wood.

A paper was also produced to enable a focused look at New Wortley, and Bill Graham attended the meeting to talk about the 'Our Place' partnership work that is underway in New Wortley.

Next steps will be to finalise the neighbourhood improvement plans through the local neighbourhood improvement partnerships and develop a set of targets against actions, along with progressing programmes of work across all priority neighbourhoods.

5. Citizens @ Pudsey & Swinnow Forum – 21 January 2015 & Citizens @ Tyersal Forum – 4th February 2015

Both forums receive an update from the Neighbourhood Policing Team, who reported on a series of successful arrests and prosecutions in the area recently. Half of the properties targeted are through insecure doors or windows, and crime prevention advice is provided by the officers.

The meetings have had representation from the West North West Locality Team, Parks & Countryside, Highways, Transportation, Housing Leeds, Planning and Private Sector Housing Team.

Corporate considerations

a. Consultation and Engagement

6. Elected members are provided continued updates on the work of the Area Support team and consulted on the content of this report.

b. Equality and Diversity / Cohesion and Integration

7. There are no equality and diversity issues in relation to this report.

c. Council policies and City Priorities

8. The Area Support Teams work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

d. Resources and value for money

9. There are no resource implications as a result of this report.

e. Legal Implications, Access to Information and Call In

10. There are no legal implications or access to information issues. This report is not subject to call in.

f. Risk Management

11. There are no risk management issues relating to this report.

Conclusion

12. This report provides members with an update on recent Sub Group and Forum business and other project work undertaken by the Area Support Team.

Recommendations

13. The Committee is asked to:

- Note the contents of the report, comment on any matters raised and suggest items for inclusion in future area update reports.
- Consider creating a General Purposes Sub Group

Background information

- **None**

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Outer West Community Committee
Business, Employment & Skills Sub Group

Terms of Reference

Name: Business, Employment & Skills Sub Group

Aim: Delivering actions which drive business enterprise, the local economy and quality learning, training and employment opportunities

Objectives:

The main drivers of the Business, Employment & Skills Sub Group are:

1. Working with small and medium local businesses to develop a sustainable local economy.
2. Understand the provision for business made with the Community Plans and link with the Forums, and Business Support Groups
3. Oversight of employment and skills services (Council and Partners/Providers) in line with local needs and priorities.
4. Understanding the NEETs and maximising the support to SME's for apprenticeship opportunities.
5. To look for opportunities for improving work readiness for local school, college and university leavers.
6. Learning provision including skills to meet the needs of the local communities.
7. Linking through the theme lead role to the Executive Member for Digital and Creative Technologies, Culture and Skills

Membership:

Membership should include the following partners:

- Outer West Councillors (at least one elected member per ward)
- WNW Area Support Team
- Economic Development
- Employment & Skills
- Leeds Libraries
- Regeneration
- Ahead Partnership
- Local business support groups / business forum chairs

Chair:

The Chair of the Group shall be a Ward Councillor as part of the Outer West Community Committee. The Chair should rotate on an annual basis.

Meetings:

Meetings will be held every **3** months or as and when required.

Status:

This group is directly accountable to the Outer West Community Committee and will set the strategic priorities for how resources are targeted at addressing this agenda.

Terms:

The terms of reference will be reviewed on an annual basis



Report of: West North West Leader

Report to: The Outer West Community Committee – Calverley & Farsley; Farnley & Wortley; Pudsey

Report author: Harpreet Singh 0113 336 7862

Date: 25th March 2015

For decision

Appointment of Co-optees to Community Committee

Purpose of report

1. This report seeks to gain approval of the appointment of co-optees to the Community Committee and asks members to put forward nominations for the new municipal year.

Recommendations

- Members are requested to approve the principle of appointing up to four co-optees to the Community Committee in the 2015/2016 municipal year
- Members are requested to provide the WNW Area Leader with potential candidates in order that officers can make the necessary arrangements

Main issues

2. Co-optees have played an important role in supporting the Community Committees by raising local issues
3. Members are asked to consider the proposal to appoint co-optees to participate in the work of the Outer West Community Committee and suggest potential candidates who may wish to be co-optees on the Outer West Community Committee for the forthcoming municipal year
4. Members are asked to identify individuals who may be interested in becoming a co-optee. Expressions of interest could be received to support this process and the Community Committee will make the final decision.
5. Members may wish to consider nominating co-optees with expertise or experience around one or more of the following areas:
 - Have an active role in a community group
 - Have an interest, involvement, specialist knowledge in one of the Community Committee topics
 - Have a voluntary role with one the Community Committee's strategic partners e.g. health, schools, environment
 - Attends local forums, community engagement groups
6. The new Community Committee structure provides an opportunity to review the role of co-optees, in particular around how they can support the Community Committee's new community engagement plan.
7. A new co-optee role profile has been drafted for Members consideration (see Appendix 1). It is proposed that the co-optees take an active role around community engagement and seek the views of local residents, in particular around the chosen topics. Co-optees could also take a role in supporting the Community Committee Area Leads.
8. The purpose of having agreed arrangements in place is to:
 - formalise the appointment of co-opted members;
 - be clear about the role and contribution of co-opted members;
 - ensure that those appointed as co-opted members are able to fulfil the requirements of them;
 - ensure that a process of induction, training and support is available to co-opted Members;
9. In considering this issue, the committee are invited to have regard to the following rules associated with Community Committee co-optees:

- Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee’.

10. The relevant Community Committee Procedure Rules state that:

- Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

11. With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, ‘Co-optees will not participate in business of the committee which regulates or controls the finance of the area’. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.

Corporate considerations

a. Consultation and Engagement

12. This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the forthcoming municipal year.

13. The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee’s decision making process.

b. Equality and Diversity / Cohesion and Integration

14. In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Community Committee covers.

c. Council policies and City Priorities

15. Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council’s Policies and City Priorities.

d. Resources and value for money

16. There are no implications arising from this report in respect of resources or value for money.

e. Legal Implications, Access to Information and Call In

17. In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Community Committees are not eligible for Call In.

f. Risk Management

18. There are no implications in respect of risk management arising from this report.

Conclusion

19. Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to determine the appointment of co-optees for the forthcoming municipal year.

Recommendations

20. Members are requested to consider and suggest potential candidates who may wish to be co-optees on the Outer West Community Committee for the forthcoming municipal year.

Background information

21. There are no Background Documents associated with this report.

Appendix 1

Community Committee Co-opted Member – Role Profile

The role of a Community Committee co-opted member is to:

1. Prepare for, attend and actively contribute to the work of the Outer West Community Committee.
2. Bring an external perspective to the work of the Community Committee, making a link to local communities.
3. Contribute specialist knowledge, expertise and experience to the work of the Community Committee.
4. Be able to express the views of the organisation/ sector/ local residents and the wider community that they are representing.
5. Ensure that the organisation/ sector/ local residents they are representing are kept up-to date on the work of the Community Committee.
6. Show courtesy and respect to other co-optees, Members of the Community Committee, officers of Leeds City Council and its partners and members of the public.
7. Respect the sensitivity and confidentiality of information that they may hear as a Community Committee member, and act with discretion.
8. Abide by the requirements of Leeds City Council's Constitution and Code of Conduct

Community Committee Co-opted Member – Person Specification

A Community Committee Co-opted Member should:

1. Have an interest in improving services for the people of the Outer west area of Leeds.
2. Have an understanding of the Outer West Community Committee's current priorities and the current key issues for the organisation/ sector/ local residents they are being appointed to represent.
3. Be willing to proactively contribute to the work of sub groups to support Area Lead Members.
4. Have the ability to communicate effectively, particularly including listening skills and questioning skills.
5. Be able to act with sensitivity and discretion at all times.
6. Be committed to the principles of accountability, openness and equality.
7. Be able to attend meetings as agreed by the Outer West Community Committee, set out in the Council's calendar.

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Report of the City Solicitor

Report to: Outer West Community Committee, Calverley & Farsley, Farnley & Wortley and Pudsey

Report author: Gerard Watson, Senior Governance Officer, 0113 395 2194

Date: 25th March 2015

For decision

Dates, Times and Venues of Community Committee Meetings 2015/2016

Purpose of report

1. The purpose of this report is to request Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2015/2016 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

Main issues

Meeting Schedule

2. The Procedure Rules state that there shall be at least four ordinary or 'business' meetings of each Community Committee in each municipal year and that a schedule of meetings will be approved by each Community Committee. In 2014/15, this Committee held four business meetings.
3. To be consistent with the number of meetings held in 2014/15, this report seeks to schedule four Community Committee business meetings as a minimum for 2015/16. Individual Community Committees may add further dates as they consider appropriate and as the business needs of the Committee require. The proposed schedule has been compiled with a view to ensuring a more even spread of Committee meetings throughout the forthcoming municipal year.

4. Meetings in May 2015 and May 2016 specifically to elect Chairs for the respective municipal years are also proposed to be scheduled with Members' approval, once Group nomination arrangements have been confirmed.
5. Members are also asked to note that the schedule does not set out any Community Committee themed workshops, as these will need to be determined by the Committee throughout the municipal year, as Members feel appropriate. During 2014/15, where such workshops were held, many took place either immediately before or after the Committee meetings. Therefore, when considering proposed meeting arrangements, Members may want to consider whether they wish to adopt a similar approach to the themed workshops in 2015/16, as this could impact upon final meeting times and venues.
6. The following provisional dates have been agreed in consultation with the Area Leader and their team. As referenced earlier, this report seeks to schedule a minimum of four Community Committee business meetings for 2015/2016 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require.
7. The proposed meeting schedule for 2015/16 is as follows:
 - **1 July 2015 at 1pm**
 - **7 October 2015 time to be confirmed**
 - **9 December 2015 at 1pm**
 - **2 March 2016 time to be confirmed**

Meeting Days, Times and Venues

8. Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal working hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.
9. Currently, the Committee meets on a Wednesday at 1:00pm. It is proposed that two of the meetings remain at 1:00pm, Members are asked to consider late afternoon or evening starts for two of the meetings.

Options

10. Members are asked to consider whether they are agreeable with the proposed meeting schedule (above), or whether any further alternative options are required in terms of the number of meetings, start times or venue arrangements.

Corporate considerations

11a. Consultation and engagement

In compiling the proposed schedule of meeting dates and times, the current Community Committee Chair, the Area Leader and colleagues within Area Support have been consulted.

The submission of this report to the Community Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.

11b. Equality and diversity / cohesion and integration

In considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

11c. Legal implications, access to information and call in

In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to decisions taken by Community Committees.

Conclusion

12. The Procedure Rules require that each Community Committee will agree its schedule of meetings and that there shall be at least 4 business meetings per municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2015/16, Members are requested to agree the arrangements for the same period.

Recommendations

13. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2015/16 municipal year (as detailed at paragraph 7), in order that they may be included within the Council diary for the same period.

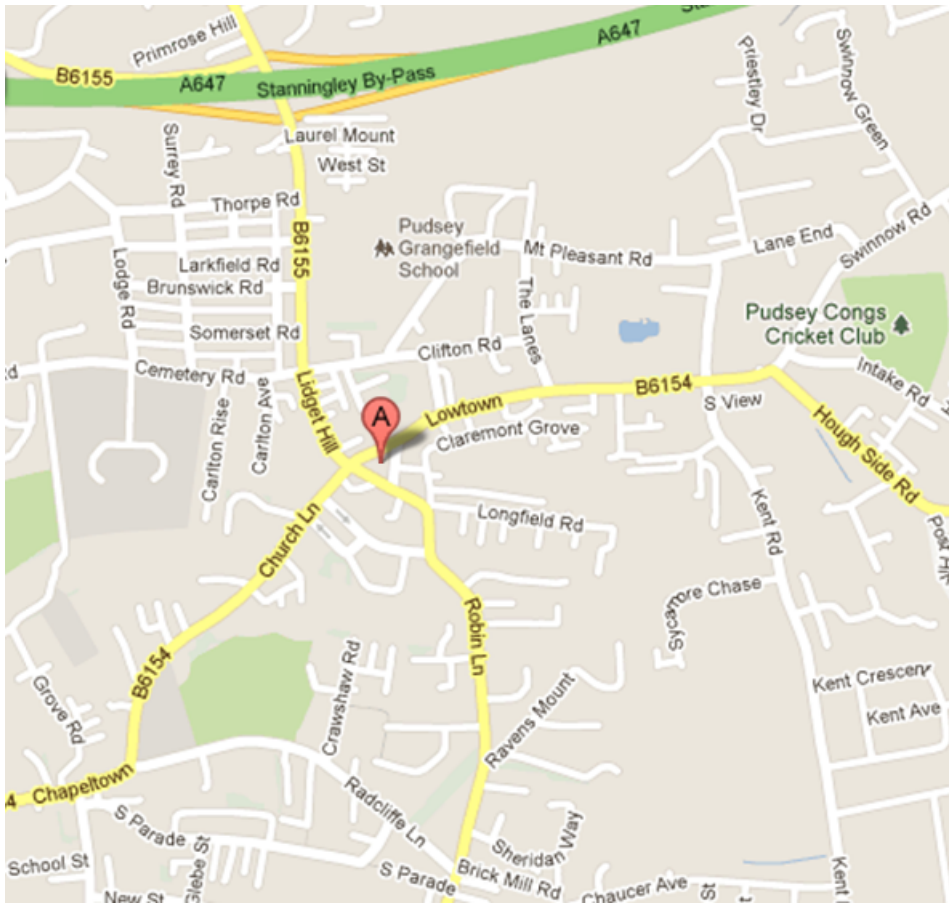
14. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Background information

- Not applicable

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Pudsey Town Hall, Robin Lane, Pudsey, LS28 7BL



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